

CMS Net

Medical Report Request

Table of Contents

Table of Contents	<i>ii</i>
Medical Report Request	<i>1</i>
Overview	1
Steps to Access Medical Report Request (CMSR-10)	1
Using the Pick List	2
Medical Report Request Screen (CMSMR-10)	3
Medical Report Request Screen Data Entry Fields	4
Action Menu	7
Medical Report Request Branch Menu	7

Medical Report Request

Overview

The Medical Report Request (CMSMR-10)) screen allows the user to send letters to providers requesting patients medical reports. The system generates two letters: 1st Letter Sent and Final Notice

Steps to Access Medical Report Request (CMSR-10)

Complete the following steps

Step	Action
1	From the Event Tracking Menu, select Medical Report Request. Press <Enter>. ✓ The Patient Identification screen displays.
2	Identify and select the patient.
	Or
1	From the Patient Registration Branch Menu, select Medical Report Request. Press <Enter>.

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- After identifying your patient, the Medical Report Request or Enter New request Pick-List will be displayed **prior** to entering the Medical Report Request screen.
- If the user chooses one of the displayed Medical Report Requests, the system displays the Medical Report Request (CMSMR-10) screen.
- If the user chooses New Request, a blank Medical Report Request (CMSMR-10) screen displays.
- If the user chooses 'Quit' from the pick-list presented on either screen, the system displays the Eligibility Menu.

() Enter New Request

() Quit

Medical Report Request, Continued**Medical Report
Request
Screen
(CMSMR-10)**

Use the <Down Arrow> to move from field to field. Required fields or fields that the user can change are **bolded**.

CMSNET	MEDICAL REPORT REQUEST				CMSMR-10
Pt Nm:	XXXXXXXXX1XXXXXXXXX2XXXXXXXXX3XXXXXXXXX4	CCS#:	9999999	CIN:	99999999X 9
1) Gender:	X	DOB:	99/99/9999	Lgl Co:	XXXXXXXXX1
		REG=	XXXXXXXXX	MED=	X
		F/R=	X		
2) Medical Report Request Status:	XXXXXXXXXXXXXXXXXX		3) Request Type:	XXXXXXXXXXXXXXXXXX	
4) Reason Requested:	XXXXXXXXXXXXXXXXXX		5) Medical Record #	XXXXXXXXXXXXXXXXXX	
	XXXXXXXXXXXXXXXXXX				
	XXXXXXXXXXXXXXXXXX				
6) Provider Information:					
a) Nm	XXXXXXXXXXXXXXXXXXXXXXXXXXXX				
b) St1	XXXXXXXXXXXXXXXXXXXXXXXXXXXX				
c) St2	XXXXXXXXXXXXXXXXXXXXXXXXXXXX				
d) Cty	XXXXXXXXXXXXXXXXXXXXXXXXXXXX				
e) St	xx	f) Zip	99999		
Letter Cycle					
7 Status:		8) Dt Printed:	9) Corresp #:	10) Nxt Ltr Due:	
XXXXXXXXXXXXXXXXXX		99/99/9999	9999.99999	99/99/9999	
XXXXXXXXXXXXXXXXXX		99/99/9999	9999.99999	99/99/9999	
11) Comment	XXXXXXXXX1XXXXXXXXX2XXXXXXXXX3XXXXXXXXX4XXXXXXXXX5XXXXXXXXX6XXXXXXXXX7X				
	XXXXXXXXX1XXXXXXXXX2XXXXXXXXX3XXXXXXXXX4XXXXXXXXX5XXXXXXXXX6XXXXXXXXX7X				
	XXXXXXXXX1XXXXXXXXX2XXXXXXXXX3XXXXXXXXX4XXXXXXXXX5XXXXXXXXX6XXXXXXXXX7X				

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Medical Report Request, Continued**Medical Report Request
Screen Data
Entry Fields**

The following table describes fields on the Medical Report Request (CMSMR-10) screen.

FLD#	FIELD NAME	DESCRIPTION/COMMENTS
1	(Header)	Display Only
2	Medical Report Request Status	<p>Values:</p> <ul style="list-style-type: none"> • “1st Letter Sent” • “Final Notice” <p>1st Letter Sent sets Medical Report Request Follow Up ticklers.</p> <p>Users may run the "MR" tickler in generate tickler/batch correspondence for follow-up.</p>
3	Request Type	<p>Required</p> <p>If The Medical Report Request Status is "1st Letter Sent" Choose one of the following:</p> <ul style="list-style-type: none"> • RO/Ind Co Request – For Regional Office or Independent Counties to request medical reports • Dep Co Request - For Dependent Counties to request medical reports • ROI Request – Release of Information cover letter • MTU Request – To request medical reports for an MTU client
4	Reason Requested	<p>Required Choose one to three from the Pick List:</p> <ul style="list-style-type: none"> • “Discharge Summary” • “DX Eval Follow-up” • “History and Physical” • “Medical Status” • “Progress Notes”, • “Review Follow-up”

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Medical Report Request, Continued**Medical Report Request Screen Data Entry Fields (continued)**

FLD#	FIELD NAME	DESCRIPTION/COMMENTS
5	Medical Record #	Optional User may enter up to 20 characters of the patients medical record number.
6a	Provider Information Nm	Required User may enter full or partial name of Provider in this field to search the Vendor Table in CMS Net. User may enter new values if Provider is not found in the Vendor Table. The following message displays: <p style="text-align: center;">“No Such Code, Accept Anyway?” () Y () N</p> "N" is the default. To add a provider, Press "Y".
6b	Provider Information St1	Required Populated from system data or user entered
6c	Provider Information St2	Optional Populated from system data or user entered
6d	Provider Information Cty	Required Populated from system data or user entered
6e	Provider Information St	Required Populated from system data or user entered
6f	Provider Information Zip	Required Populated from system data or user entered
7	Letter Cycle – Status	Display Only Values: <ul style="list-style-type: none"> • “1st Letter Sent” or • “Final Notice” System automatically fills field after letter generation.

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Medical Report Request Screen Data Entry Fields (continued)

FLD#	FIELD NAME	DESCRIPTION/COMMENTS
8	Dt Printed	Display Only System automatically fills field after letter generation in Send Correspondence.
9	Corresp #	Display Only System automatically fills field after letter generation in Send Correspondence.
10	Next Ltr Due	Display Only System automatically fills field after letter generation in Send Correspondence. Based on the Medical Report Request Follow Up Tickler.
11	Comment	Display Only Populates narrative upon saving. User may key up to three lines of information

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Medical Report Request, Continued

Action Menu The Medical Report Request screen contains five action menu choices:

Action	Description
Save	The system saves data on the screen and generates the Medical Report Request Letter. The system will also: <ol style="list-style-type: none"> 1. Populates the “Status”, “Dt Printed”, “Corresp #” and “Nxt Ltr Due” fields 2. Sets the Medical Report Request follow up tickler (T+20 tickler) 3. Paths the user to Send Correspondence to generate the letter. 4. Then paths user to Medical Report Request Branch Menu.
Reissue Letter	The system completes the transaction as follows: <ul style="list-style-type: none"> • Cancels the last letter generated. • Generates a new letter. • Updates “Dt Printed”, “Corresp #” and “Nxt Ltr Due” the fields. • Resets the Request Medical Report Request Follow Up tickler is 20 days. This option appears only if a previous letter was sent.
Go Back One Letter	Cancels the current Medical Report Request letter and returns the patient record to the previous entry. This option appears only if a previous letter was sent.
Cancel	Brings up the Eligibility Menu. The system does NOT save changes.
Quit	Closes the Action Menu and refreshes the Medical Report Request screen. It does NOT save changes.

Medical Report Request Branch Menu When the user selects ‘Save’ from the action menu, they are branched to the Medical Report Request Branch Menu. Selections are:

() Narrative for Medical Report Request () View/Print Narrative () Mail Message for Medical Report Request () Eligibility Main Menu () Request List or () Return to Patient Registration Branch Menu () Return to List
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Medical Report Request, Continued

NOTES

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